

(When Filled In)

CAREER PREFERENCE OUTLINE

This Outline, when completed, is a documented description of the individual's career interests and proposed career activities together with the comments of his supervisor and his Career Service. The original will be filed in the employee's Official Personnel Folder and will serve as a guide for future personnel actions affecting him. Implementation of career preferences must depend upon the needs of the Organization.

- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -

SECTION A. GENERAL			
1. NAME 25X1A9a	2. DATE OF BIRTH Jul. 5, 1923	3. SERVICE DESIGNATION Career	4. GRADE GS-5
5. ORGANIZATIONAL TITLE None	6. POSITION TITLE Info Control Clerk	7. OCCUPATIONAL CODE GS-0305.13	8. OFFICE OF ASSIGNMENT ORR/GL

SECTION B. CAREER INTERESTS	
9. GENERAL TYPE OF ACTIVITY Information Control Registry Clerk	
10. SPECIFIC TYPE OF ACTIVITY (Including assignments) A. IMMEDIATE (Within next 1 to 2 years) None complete experience and training doing information control registry work	
B. LONG-RANGE (Within next 3 to 5 years) Information control registry work of a more classified nature with a greater degree of responsibility	

SECTION C. TRAINING	
11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING A. IMMEDIATE (Within next 1 to 2 years) Operations Familiarizations Reading Techniques	
B. LONG-RANGE (Within next 3 to 5 years) All courses given by the agency helpful toward developing aforementioned	
12. ADDITIONAL COMMENTS Interest in the following technical fields are at present secondary, However, should the agency feel it expedient this could very easily become primary. Basic Training : Drafting (1) year Wilson Teachers College Basic Training: Radio TV repair, 2 years Phelps Vocational	

I recognize that the implementation of my career preferences must depend upon the needs of the organization. I understand that my performance, capabilities and interests will be given due consideration.

13. DATE COMPLETED

14. SIGNATURE OF EMPLOYEE

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SECTION 25X1A9a Sanitized - Approved For Release : CIA-RDP63-00314R000100360007-7

15. RELATIVE TO CAREER INTERESTS OF EMPLOYEE

[REDACTED] has done satisfactory work as registry clerk and is developing well along the lines of his planned career. With continued on-the-job training and with the help of additional training courses offered by the agency, there is every reason to expect him to advance into these positions of additional responsibility. I believe him to be sufficiently adaptable for selective overseas assignment.

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[REDACTED] delves in electronics somewhat as a hobby. However, if the agency could make use of the training he has had in this field I am sure he would be quite willing to change into a comparable technical position.

16. RELATIVE TO TRAINING FOR EMPLOYEE

I will encourage this and any other training along these lines

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17. TYPED OR PRINTED NAME OF SUPERVISOR

[REDACTED] 25X1A9a

19. TITLE

Chief, Information Control /Ch/C/RR

25 November 57

SECTION E.

FOR USE OF CAREER SERVICE

21. COMMENTS

22. TYPED OR PRINTED NAME

23. SIGNATURE

24. TITLE

25. DATE

LEAVE BLANK

SECRET

SUPERVISORY COMMENTS ON CAREER PREFERENCE OUTLINES

Chairman, ORR Career Service Board

SUBJECT: (Name)

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1ST INDORSEMENT

COMMENTS BY CHIEF (Division or Staff)

NA (See Section D of CPO)

SIGNATURE

2ND INDORSEMENT

COMMENTS BY AREA CHIEF (When applicable)

- ☐ I CONCUR IN THE (Division) (Staff) CHIEF'S COMMENTS
- ☐ AS THE EMPLOYEE IS NOT PERSONALLY KNOWN TO ME, I ACCEPT COMMENTS OF (Division) (Staff) CHIEF
- ☒ OTHER (Specify)

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is quite anxious to improve his earning power through any means available which is related generally to his present job or any of his capabilities. A career per se is apparently of lesser consequence than grade level at this time and probably for some time to come. He should be encouraged in his attempts for job improvement related to financial improvement. He should be given the opportunity for additional training in Agency sponsored courses.

DATE

10 December 1957

SIGNATURE 25X1A9a

Ch/G/RS